

QUICK REFERENCE GUIDE *Vendors - Requesting a User ID*

Revised May 21, 2013; November 23, 2011

Vendors *MUST* have a User ID and Password in order to access and navigate the Supplier Portal.

Individual users at the vendor must each have a **unique User ID**.

To look up existing User IDs and to request new User IDs, first access the Supplier Portal online at <http://supplier.swift.state.mn.us>.

1. Click the *Create a new User ID* link located under the **Sign In** button.

Supplier Portal

Home | Print | Sign out

Favorites | Main Menu

New Window | Help | Customize Page

Login here as an existing User.

User ID:

Password:

Sign In

[Vendor Registration Link](#)
Click here to register as a vendor with the State of Minnesota or locate your User ID if you are already a Vendor with the State of Minnesota.

[Create a new User ID](#)
Click here to create a new User ID. You must be a registered vendor to add a new User ID.

[Instructions for Requesting a User ID to Access the Supplier Portal](#)
Click here to open instructions for requesting a User ID to the Supplier Portal.

[I forgot my password](#)
Click here to reset your password

[Vendor Training Guides - Interactive Version](#)
Click here to open the interactive training guides.

[Instructions for Training Guides - Interactive Version](#)
Click here to open the instructions for the interactive training guides.

[Vendor Training Guides - Text Version](#)
Click here to open the screen reader compatible training guides.

[Instructions for Enabling Accessibility Mode](#)
Click here to open the instructions for enabling accessibility mode in Supplier Portal

Vendor Information

[Vendor Resources](#)

[MMB Forms: EFT Bank Forms: Substitute W-9](#)

[Contact Materials Management Division \(MMD\)](#)

[Selling Goods & Services to State Agencies](#)

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[MN Secretary of State \(SOS\): MN Business Registration](#)

[MN Department of Revenue \(DOR\)](#)

[MN Department of Human Services MN-ITS](#)

[MN Department of Commerce Unclaimed Property](#)

2. The *Vendor Registration Step 1 of 9: ID Numbers* page is displayed.
3. Enter your company's name as it appears on your tax return in the *Vendor Name* field.
4. Select the TIN (Taxpayer Identification Number) Type of your company by clicking the dropdown list.
5. Enter your company's Tax Identification Number (TIN) into the TIN field. This is the 9-digit number assigned to your company when you registered with the Federal Government OR enter your social security number, if you are an individual.
Note: The DUNS and CCR numbers are not required fields.
6. Click the **Next** button.

Supplier Portal

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Vendor Registration

STEP 1 OF 9: ID NUMBERS

Welcome to the Vendor Registration page. This page is used to perform the following;

- 1) Begin the process of registering as a vendor with the State of Minnesota.
- 2) Request a User ID in order to view payments, update your address and contact information, manage purchase orders, view events and bid on events. You may request a User ID if you are already a registered vendor with the State of Minnesota and you know your Swift Vendor ID. If you do not know your Swift Vendor ID, please contact the Minnesota Management and Budget (MMB) Vendor helpline at (651)201-8106 or email efthelpline.mmb@state.mn.us
- 3) Retrieve a lost User ID. You must know your Swift Vendor ID in order to retrieve a lost User ID. If you do not remember your Swift Vendor ID, please contact the Minnesota Management and Budget (MMB) Vendor helpline at (651)201-8106 or email efthelpline.mmb@state.mn.us

To Begin, enter Vendor Identification information below.

***Vendor Name** Name as reported on your tax return

***TIN Type**

***TIN** (Federal ID number or SSN)

DUNS

CCR

Pursuant to Minnesota Statute 270C.65, Subdivision 3, vendors are required to provide their Federal Employer Identification Number or Social Security Number. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require a vendor to file tax returns and pay delinquent tax liabilities. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

* Required Field

7. The *Duplicate TIN Found* page is displayed. Use this page to determine if User IDs already exist for your company.

Note: The *Duplicate TIN Found* page is displayed **only** for companies already approved as a vendor with the State. If the *Duplicate TIN Found* page does not display, then either the wrong TIN was entered or your company is not currently approved as a Vendor with the State.

8. Enter your SWIFT Vendor ID in the *Vendor ID* field.

Note: If you do not know your SWIFT Vendor ID, use the Vendor ID Lookup Tool at <http://www.mmb.state.mn.us/vendor-ids/current-vendors> to find it. You will need to know your previous 11-digit vendor number to obtain your new SWIFT vendor ID. If you do not know your previous vendor number, contact the **Minnesota Management and Budget (MMB) helpline at (651) 201-8106** or efthelpline.mmb@state.mn.us to request it. Please include your full business name and address in your request.

9. Click the **Find** button to check for User IDs already associated with your company.

Supplier Portal

[Favorites](#) | [Main Menu](#)

Vendor Registration

Duplicate TIN Found

The tax identification number (TIN) you have entered is on file with the State of Minnesota. If you are an existing vendor with the State of Minnesota, your information has been converted to our new system. Since you are already a vendor with the State of Minnesota, please enter your Vendor ID below to request a User ID for the Supplier Portal. Access to the Supplier Portal will allow you to view payments, the ability to update your address and contact information, manage purchase orders, view events and bid on events.

If you wish to go back and edit the TIN that you entered on Step 1 of vendor registration, please click the Back button on the bottom of the page. If you wish to cancel registration at this time, please click the Cancel Registration button.

Vendor ID Enter the SWIFT Vendor ID associated with the TIN entered

Once you enter your Vendor ID and click the Find button, please review the list of User IDs that already exist for your vendor ID. If no results are returned, there are no User IDs assigned to your vendor ID. Please click the Create New User button to create a User ID.

If you do not remember your vendor ID or if you need assistance with a password reset, please contact Minnesota Management and Budget by email efthelpline.mmb@state.mn.us or by phone (651) 201-8106.

10. SWIFT displays a list of existing vendor User IDs. If the list contains no names, then there are no existing users.

Supplier Portal
Favorites | Main Menu

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If you wish to go back and edit the TIN that you entered on Step 1 of vendor registration, please click the Back button on the bottom of the page. If you wish to cancel registration at this time, please click the Cancel Registration button.

Vendor ID: Enter the SWIFT Vendor ID associated with the TIN entered

Once you enter your Vendor ID and click the Find button, please review the list of User IDs that already exist for your vendor ID. If no results are returned, there are no User IDs assigned to your vendor ID. Please click the Create New User button to create a User ID.

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Current Vendor Users		
User ID	VN0000389406_1	Description Contract Collaborator
User ID	VN0000389406_2	Description Deborah Martin
User ID	VN0000389406_3	Description Ruben Neely
User ID	VN0000389406_4	Description AR Group

11. If you wish to use one of the existing User IDs and don't know the password, click the *Home* link at the top right of the page and then click *I forgot my password*.

Supplier Portal
Favorites | Main Menu | Home | Print | Sign out

Login here as an existing User.
User ID:
Password:

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[Create a new User Id](#)
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12. If the list does not contain the User ID you need, click the **Create New User** button.

Supplier Portal

[Favorites](#) | [Main Menu](#)

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Vendor ID Enter the SWIFT Vendor ID associated with the TIN entered

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Current Vendor Users	
User ID	VN0000389406_1
Description	Contract Collaborator
User ID	VN0000389406_2
Description	Deborah Martin
User ID	VN0000389406_3
Description	Ruben Neely
User ID	VN0000389406_4
Description	AR Group

13. SWIFT displays the *Step 9 of 9: Password Information* page.
14. Enter the following User Profile information.
 - a. **Password** – Must be 8 characters in length and contain a number and special character.
 - b. **Confirm Password** – Re-enter your password
 - c. **Send to Email ID** – SWIFT sends an email with your new User ID to this email address. This is also the email address used for future notifications to this user.
 - d. **Hint Question** – Select a question by clicking the *Look up Hint Question* dropdown list.
 - e. **Hint Response** – Provide the answer to the Hint Question you selected.
 - f. **Contact Name** – This identifies the user associated with this ID. It can be an individual user name, a title, “Contract Coordinator,” or a group, e.g., “AR Team.”
15. Click the **Finish** button once you have provided the User Profile information.

The screenshot shows the 'Supplier Portal' header with 'Favorites' and 'Main Menu' links. Below is the 'Vendor Registration' section, specifically 'STEP 9 OF 9: PASSWORD INFORMATION'. A paragraph explains that the entered information will become active upon approval and that an email with the User ID will be sent. Below this is a 'Logon Information' form with the following fields:

- *Password: [Text input field]
- *Confirm Password: [Text input field]
- *Contact Name (for additional User): [Text input field containing 'Wayne Walker']
- *Send to Email ID: [Text input field containing 'wayne.walker@abc-corp.com']
- *Hint Question: [Dropdown menu showing 'In what city were you born?']
- *Hint Response: [Text input field containing 'ALEXANDRIA']

Below the form, there is a note: '* Required Field'. At the bottom are two buttons: 'Finish' and 'Cancel Registration'.

16. SWIFT displays a confirmation message indicating that you have completed the registration process for a new User ID. An email is sent to the email address you entered in Step 14 above with your new User ID. Follow the instructions on the email to access the Supplier Portal.

The screenshot shows the 'Supplier Portal' header. Below it is a message box titled 'VENDOR REGISTRATION COMPLETED'. The message reads: 'Congratulations! You will be receiving an email shortly with your user ID so that you can log into SWIFT and view your information.'